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COMPREHENSIVE MISSION

- South Texas College Comprehensive Mission Statement
- Nursing and Allied Health Mission Statement
SOUTH TEXAS COLLEGE COMPREHENSIVE MISSION

Our Commitment to Hidalgo and Starr Counties

Vision Statement:
South Texas College is a world-class institution advancing regional prosperity through education for a better quality of life in our community.

Purpose Statement:
South Texas College is an innovative, public, post-secondary institution providing quality education and career pathways for the people and communities of Hidalgo and Starr counties. The College achieves student success, nurtures talent development, and promotes economic vitality through collaborative and creative approaches to teaching, learning, and support services.

Core Values:
1. **Student Success**: We promote student success and completion through the implementation of diverse strategies and initiatives.
2. **Opportunity**: We value providing access and opportunities to students to meet the needs of our communities.
3. **Excellence**: We value excellence in teaching, learning, and all support services.
4. **Innovation**: We encourage creativity and champion innovative approaches to teaching, learning, and services.
5. **Community**: We value engaging the community in students’ learning experiences and in the positive transformation of our region.
6. **Professionalism**: We demonstrate professionalism through collegiality, respect, and recognition for each other.
7. **Collaboration**: We value collaboration and communication among STC employees and STC constituents.
8. **Integrity**: We value integrity through honest and transparent communication and courageous dialogue.

Guiding Principles:
1. South Texas College shares collective responsibility for student learning, student success, and regional prosperity.
2. Students succeed through mutual engagement with the College at each stage of their educational pathways.
3. South Texas College champions innovation through its willingness to transform the College's systems to meet the educational and workforce needs and challenges of our region.
4. Collaboration with educational and business partners is key to student, college, and community successes.

Strategic Directions:
- **Clear Pathways**
  South Texas College provides students with clear pathways to facilitate coherent educational experiences and timely completion of a post-secondary credential leading to relevant employment and/or further educational experiences.
Access and Success
South Texas College is committed to increasing the college going and college-completing rates in the region.

High Success Rate
South Texas College engages in effective, proven efforts to ensure student success and positively affect the economic and social mobility of residents in our region.

Collective Responsibility
South Texas College empowers faculty to work together within and across disciplines to design best learning experiences for students, leading to their academic success, career readiness, and timely completion.

Collaboration
South Texas College commits to effective interdepartmental and interdivisional collaborations and advances mutually beneficial community and educational partnerships that create a collective impact on student success.

Cost Efficiency
South Texas College seeks innovative redesign of college processes to promote new approaches to cost-consciousness and cost-efficiency.

NURSING & ALLIED HEALTH DIVISION MISSION STATEMENT
The mission of the Nursing & Allied Health (NAH) division is to provide graduates with a set of knowledge, skills, and values that enable them to function safely and competently in their chosen field.

The faculty and staff are committed to providing students with the knowledge, skills, confidence and professional integrity to become outstanding practitioners, to serve their community, and healthcare profession.

The NAH division will promote partnering with local health care providers for external learning experiences to provide close linkages with the community in order to meet the unique needs of a growing, diverse, and complex healthcare environment.
FACILITIES AND SERVICES

• Services
  ▪ Academic Advising
  ▪ Registration for Class
  ▪ Library Services
  ▪ Health Services
  ▪ Counseling Services
  ▪ Support for Student Success
  ▪ Accommodations
    ▪ disAbility
    ▪ Pregnant and Parenting Students
    ▪ Religious Observances
  ▪ Adaptive Equipment and Assistance

• Facilities
  ▪ Classroom Visitors
  ▪ Statement of Alcoholic Beverages, Tabaco, E-Cigarette, Firearms, and Other Substances
  ▪ Housing and Transportation
  ▪ Parking
  ▪ Emergency/Fire Evacuation Plan
  ▪ Safety Procedures
SERVICES

ACADEMIC ADVISING
The faculty of the Nursing and Allied Health Division are sensitive to the needs of students as they seek assistance to make career choices, and utilize their ability to move through the Program at an individual rate of progression. The faculty or program designee participate in continuous academic advising. The faculty have posted office hours with open door policies for both enrolled students and prospective students seeking information and guidance regarding a health career. Prospective students are encouraged to attend an information sessions as scheduled in their respective programs.

REGISTERING FOR CLASSES
Only students who have been accepted into a NAH Program may be registered for the selective admission program courses. Registration for program students is completed at the program location. Registration for academic courses required in the degree plan can be completed in any method as outlined in the college catalog (WEB, on-site etc.) Students must have evidence that they have followed the program standards regarding the ‘Clearance to Register’ process in order to ensure eligibility to register. It is the student’s responsibility to ensure that all courses are completed as outlined in the degree plan.

LIBRARY SERVICES
Students enrolled in NAH Programs have ready access to an adequate supply of books, journals, periodicals, computers, and other reference materials related to their curriculum via the Library Services Department with libraries and computer open labs located at the NAH Campus, the Pecan Main Campus in McAllen, the Mid-Valley Campus in Weslaco, and the Starr Campus in Rio Grande City.

Library Services is a combination of library, media center and learning laboratories. Library Services functions as an integral part of STC’s instructional support services for students, faculty, and the community and contributes to the effectiveness of instruction and to the academic progress of all students. Services include access to textbook, periodical, and audiovisual collections covering most basic curriculum areas; Internet access to in-house and other collections through provision of electronic databases such as CINAHL and ProQuest Nursing & Allied Health Source; access to computers for document creation and instructional computing; instruction on the use of library resources and information literacy; reference assistance in person and via chat and inter-library loan services.

The NAH library has circulating books, reference books, reserve books, videos, copiers, study rooms, and a computer lab. The NAH library also provides access to electronic resources including subject guides, research databases, and Discovery Search, a service that searches several research databases at once. Budget and staffing for library services is regularly adjusted to meet the needs of the College’s curriculum.
HEALTH SERVICES
South Texas College does not provide health care services. The College is close to several health care facilities and will utilize the 911-system in an emergency situation. South Texas College makes available to all enrolling students health and accidental insurance coverage. The purchase of coverage through STC is voluntary; however it is a requirement for all NAH Program students to carry some form of medical or accidental coverage, i.e. Medicaid, third party, or student medical insurance, prior to registration in any NAH program.

COUNSELING SERVICES
The STC Division of Nursing and Allied Health has a dedicated licensed professional counselor. The counselor offers a variety of academic and personal training workshops for students each semester. The counselor is also available to meet individually with students to address areas such as but are not limited to the following:

- personal/family concerns
- academic difficulties
- transfer/transition services
- community/social services resources
- disability concerns/assessment
- career exploration
- other needs as identified by students and/or faculty including personal, social or academic problems.

The counselor is located on the first floor in the Student Information Center. Preferably appointment is necessary; however, walk-ins welcome. The counselor will refer students to appropriate community agencies if warranted.

SUPPORT FOR STUDENT SUCCESS
The goal of Nursing and Allied Health is to ensure that all students receive the instruction and support they need to be academically successful in their chosen healthcare career. Students will be referred to the NAH/Program Student Success Specialist (SSS) or the Program Advisor if and when the faculty determines they are at risk for failing. The SSS will meet and discuss the student’s action plan (drafted by the faculty), and/or advise students who are referred. The SSS will assess student’s barriers to success and then, depending on the barrier, refer the student to internal resources.

Additional guidance services are available to NAH students by other STC Departments, which include the Career Center, Counseling Department, and Center for Learning Excellence, Placement Office, Special Populations, Testing Department and Student Activities/Intramural Services. These departments provide orientation, admissions, records, financial aid, and athletics, and student government, student discipline, testing and counseling services.

ACCOMODATIONS
disABILITIES
The Americans with Disabilities Act (ADA) is a federal antidiscrimination statue that provides comprehensive civil protection for persons’ disabilities. Among other things,
this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability.

Students or prospective students requiring special accommodations should contact the Student Disability Services (SDS) office at (956) 872-2173 or refer to the STC College Catalog for additional information regarding “Rights of Individuals with Disabilities” at: http://studentservices.southtexascollege.edu/counseling/disability.html.

**Pregnant and Parenting Students**
South Texas College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Pregnant or parenting students seeking accommodations should contact the Office of Student Rights and Responsibilities at 872-2180. Absences considered necessary by the student’s doctor for students who are pregnant or who give birth will not affect the student’s grade. At the conclusion of the period of time the student is absent, the student will be given an action plan by the Course Faculty and Program Chair that outlines what work needs to be made up and/or what the student needs to do to return to the program. Both Course Faculty and the Program Chair should complete Issuance of a Grade “I” (Incomplete) Form found on page 60.

**Religious Observances**
Students are expected to notify their faculty in advance if they intend to miss class to observe a holy day pertaining to their religious faith. Students will be required to provide verifiable documentation to the faculty either prior to missing or upon their return to class.

**ADAPTIVE EQUIPMENT AND ASSISTANCE**
DisAbility Support Services (DDS) provides students with adaptive equipment in order to ensure success at STC. Students are also referred to local community agencies and organizations that assist in supplying adaptive equipment. The STC disAbility Support Services makes available sign language interpreters for students, as needed.

**FACILITIES**

**CLASSROOM VISITORS**
Children are **NOT** allowed in the classroom, lab or practicum/clinical setting. This standard is for the safety of the children as well as to prevent disruptions in learning and working.

**STATEMENT ON ALCOHOLIC BEVERAGES, TOBACCO, E-CIGARETTE, FIREARMS, AND OTHER SUBSTANCES**
In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987), South Texas College forbids the unlawful manufacture, possession, sale, use or distribution of illegal drugs and alcoholic beverages at on-and off-campus college-sponsored events. Each of these statutes requires colleges and universities to clearly inform students that no illegal drugs (including unlawful
possession of alcohol) will be allowed on campus (inside buildings and on campus property), and that students who are found guilty of such violation(s) will be penalized.

STC also prohibits smoking, vaping (e-cigarette), and the use of tobacco products in all college buildings. Violators of this policy may be subject to disciplinary action. Students seeking assistance or educational materials about alcohol, drugs, tobacco or other substances should contact the Counseling and Advising Office.

Additionally, in accordance with the Texas Penal Code, 46.03 (Concealed Handgun Bill), no person may carry a firearm on the campus of an educational Institution. Violators will be penalized. Refer to the STC College Catalog for the complete “Statement on Alcoholic Beverages, Tobacco, E-Cigarette, Firearms, and Other Substances” on page 12.

**HOUSING AND TRANSPORTATION**

STC does not provide housing or transportation. It is the student’s responsibility to make his/her own arrangements for housing or transportation to the clinical sites while a program student.

**PARKING**

a. **Parking Permits Required**

   All students, faculty, and staff must purchase a parking permit for each vehicle or motorcycle that will be parked on South Texas College property. A parking permit does not guarantee a parking space, but does authorize parking in designated areas.

b. **Purchasing a Parking Permit**

   Parking permits must be purchased online through STC Jagnet, accessible on the STC main web page via any internet enabled computer or kiosk. To purchase a permit, all previous parking fines must be paid. For more information visit the South Texas College Department of Public Safety

c. **Temporary Parking Permits**

   Students with permanent parking permits may obtain a temporary parking permit for short periods when a vehicle or motorcycle is not available, at the STC Police Department located at Pecan Plaza; 2507 W. Pecan Blvd McAllen, Texas. Temporary parking permits may also be obtained by visitors and individuals who are not STC employees or students.

d. **Displaying a Parking Permits**

   Permits for cars, trucks, and SUV’s shall be visible and permanently affixed to the inside lower right hand corner (passenger side) of the windshield with only the adhesive on the font face of the permit. Permits for motorcycles shall be permanently affixed in a clearly visible location with only the adhesive on the opposite side of the permit. Permits shall be displayed in an upright position and to altered in anyway. Parking permits cannot be transferred from one vehicle to another vehicle.

**NOTE:** If a sticker is not in place, a citation will be issued. If any ticket is unpaid or an appeal has not been granted, a hold will be placed on the student’s account, which will prevent registration for the upcoming semester. All student vehicles must display a current parking sticker to avoid being ticketed. NAH students are requested to park
their vehicles only in the designated student parking area at the Dr. Ramiro R. Casso NAH Campus. If parking at any other STC campus, students must adhere to the posted parking regulations.

**EMERGENCY/FIRE EVACUATION PLAN**
The Nursing & Allied Health Campus is equipped with a fire alarm system. If a fire occurs, the system will activate and send an electronic message to the municipal fire department. The NAH building is equipped with fire extinguishers. All classrooms within the building have a map posted designating the fire exits routes. All students should be aware of emergency evacuation routes. In the event of a fire, immediately activate the fire alarm, call 911, then the South Texas College Police Department Dispatch Office (956-872-2589). Exit the building to the designated area. In case of an emergency evacuation, elevators should not be used. Fire/evacuation drills will be held throughout the academic school year.

**NOTE:** During a building evacuation, students should stay with and follow the directions of their faculty. Faculty will call roll to assure all students are safe. Students should not use cell phones or leave the premises until directed to do so by their faculty.

The Nursing & Allied Health Campus is also furnished with Automated External Defibrillators (AED) located on each floor. If a person has collapsed and is non-responsive, perform the following steps:

a. Immediately CALL 911 or send someone else to do so.

b. If available, obtain an Automated External Defibrillator (AED), open the case and follow verbal instructions provided by the AED.

c. Ask if any bystander is CPR trained.

d. If no one is CPR trained and there is no AED, perform “HANDS ONLY CPR” as follows:

   i. Position yourself directly over the victim.
   
   ii. Place heel of one hand between nipples on chest.
   
   iii. Place the other hand on top of the first hand.
   
   iv. Push hard and fast into the center of the chest, 100 beats per minute
   
   v. Continue until First Responders arrive.

**SAFETY PROCEDURES**
Students injured while functioning in student roles in the clinical area, laboratory or classroom must report the incident to the course/clinical faculty. The student and course/clinical faculty should complete an Incident Report Form, found on page 59, within 48 hours of the incident and sent to the agency designated person, the Program Chair for review and signature, and then to the Division Dean. Incident reports will be kept in a separate secured file by the Division Dean.

It is a requirement for students to carry some form of medical expense coverage, i.e. Medicaid, third party, or student medical insurance, prior to initiating any clinical affiliation experience. Such availability of medical insurance should ensure access to emergency services for all NAH Program students.
BEHAVIORS OF SUCCESSFUL NAH STUDENTS

- Professional Behaviors
- Professional Appearance
- Promptness and Attendance
- Effective Learning
- Evaluation of Performance
- Academic Integrity
- Professional/Student Code of Conduct
- Professional Boundaries
- Lectures/Speakers
As a premier learning-centered higher education institution, South Texas College Nursing & Allied Health (NAH) Division is committed to academic integrity and standards of excellence of the highest quality in all courses within the NAH Division programs, and to provide an environment that fosters the educational process and the well-being of the campus community.

South Texas College recognizes that student success is a shared responsibility between the student and the College. Students attending South Texas College are expected to accept and adhere to the following responsibilities:

1. Student **attendance** and **participation**: regular and punctual attendance in class, skills lab, and clinical is expected of all students.
2. Students are expected to exercise **personal responsibility** and **self-discipline** as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action against the student.
3. Students are responsible for adhering to the standards of **academic integrity** of South Texas College and the NAH Division.

**PROFESSIONAL BEHAVIORS**

The students in any NAH program represent the entire healthcare profession to the patients they serve. The student’s expressed or demonstrated attitudes towards others, as well as toward other health professions and services, can impact the attitude of the patient toward other students, health care professionals and toward health care in general.

Attitudes may be reflected in a visible behavior such as facial expressions, actions, body language and conversation. It is very important that the NAH student exhibits behaviors that reflect an attitude of openness to learning and motivation to helping others.

1. **Honesty & integrity.** Abides by the profession’s Code of Ethics and refuses to lie, steal or deceive in any way
2. **Punctuality.** Arrives on time for class, clinics and labs; completes assignments on time.
3. **Cooperativeness.** Follows established departmental protocol, standards and procedures; demonstrates a willingness to work well with others and is receptive to suggestions for improvement. Follows instructions of faculty, staff & clinical supervisors.
4. **Pride in workmanship.** Strives for improvement in assignments and clinic performance; requests assistance when having difficulty in attaining set standards.
5. **Mature actions.** Assumes responsibility and consequences for his/her actions; accepts his/her own limitations; strives to resolve personal conflicts.
6. **Consideration for others.** Verbally and non-verbally communicates thoughtful regard for the feelings and rights of other students, faculty, staff and
hospital/facility personnel. Refrains from activities which may disrupt class. As
a member of the health care team, NAH students must learn to cooperate
with others. Being respectful and courteous with classmates is the first step
toward this goal. Students should show the proper respect and courtesy to
the members of the faculty and staff. This applies whether in the classroom,
lab, clinical affiliate or while participating in program related activities.

7. **Concern for patients.** Demonstrates by verbal and non-verbal
communication that the patient comes first; refrains from spoken remarks
and/or facial expressions which could arouse undue concern, alarm, or
embarrassment to patients; respects patient’s rights to confidentiality of
personal information; refrains from referring disparagingly to the services of
another health professional in the presence of a patient. The NAH student
must be prompt, courteous and respectful **at all times.**

8. **Enthusiasm.** Displays initiative in class, lab, and in clinical situations; volunteers
to assume responsibility.

9. **Ability to accept constructive criticism gracefully.** Strives to improve and is
not defensive but receptive to suggestions for improvement.

10. **Clinical decorum.** Students should remember that the clinical experience is
designed to be a learning experience. Discussions held in clinic should be
relevant to such learning. There should be no visiting in the clinic that disrupts
patient care. Remember, the patient hears everything. Likewise, “chatting”
with classmates, can also be overheard by patients in waiting rooms and
hallways. Each student is responsible for maintaining the cleanliness of his/her
own assigned area.

11. **Loyalty.** Supports with words and actions the ideals and policies of the
college, program and the profession.

12. **Pride in personal appearance.** Maintains professional appearance and
personal hygiene consistent with their program’s guidelines. Students must be
in full uniform in both the classroom and in the clinic.

13. **Tact.** Exercises discretion in words and actions in order to maintain good
relations with patients, peers and faculty.

14. **Interaction.** The NAH student refrains from personal involvement with patients
under their care, faculty, and staff. The NAH student limits personal/romantic
involvement with classmates to “off-duty” hours, or hours outside of the
curriculum.

15. **Competence.** Applies knowledge, psychomotor skills, values, and clinical
reasoning in the performance of a task or implementation of a role.

16. **Life-long Learners.** NAH students should have ongoing self-identification of
key competencies in the pursuit of knowledge and skills to function
effectively in a healthcare work environment.

**PROFESSIONAL APPEARANCE**

Each NAH Program has adopted program specific uniform guidelines. In addition to
the professional behaviors listed above, students are expected to follow the grooming
behaviors set forth by their NAH program, which are enforced in the interest of safety
and professionalism. Refer to Program Specific Standards regarding professional
appearance.
PROMPTNESS AND ATTENDANCE
Classroom attendance is expected of all students. All absences are to be communicated directly by the student prior to class by contacting the course faculty or the program secretary. Any absences anticipated by the student are to be discussed with the faculty ahead of time. It is the student’s responsibility to obtain lecture notes, handouts, and assignments for the day(s) absent from class.

Attendance is defined as physically being in class and awake at all times. A student who falls asleep in class will be asked to leave and will be counted as absent for that class period. This policy also applies to video sessions, online or in class.

Furthermore, attendance includes being prepared for all classroom, skills, and clinical courses. Students are supplied with a syllabus on the first day of class, which outlines course attendance requirements and necessary supplies. If students fail to be prepared for class; i.e., books, calculators, lab manuals, etc., the student will be asked to leave and will be counted as absent for that particular class/clinical session. The student is responsible for any and all missed materials resulting from the absence.

If the student has an illness or health condition that may put other students, faculty, staff, and/or patients at risk, a doctor’s clearance is required to return back to class.

NAH programs maintain established attendance guidelines, regarding classroom and clinical. Refer to Program Specific Standards regarding attendance guidelines.

EFFECTIVE LEARNING
In order to integrate, relate, and understand class, skills-lab, simulation, and clinical material, the successful NAH student will:
1. Attend all lectures, skills-lab, and clinical courses.
2. Utilize skills-lab and clinical time efficiently. Students who are not actively participating in classroom and skills-lab, simulation, and clinical activities and/or distracting other students may be asked to leave and the student will be counted as absent.
3. Discuss lecture/skills-lab material with class members.
4. Study class material BEFORE lecture, skills lab, and clinical.
5. Clarify class material and questions with the appropriate faculty as needed.
6. Utilize the Center for Learning Excellence for study-skills information, test-taking strategies, etc.
7. Discuss program-related issues with Program Advisor or Student Success Specialist at the earliest sign of academic difficulty.
8. Seek assistance from the NAH counselor at the earliest sign of personal problems that interfere with the ability to succeed in school.

EVALUATION OF PERFORMANCE
Evaluation of student performance will take place in all classroom, skills-lab, simulation, and clinical settings. Formative and Summative approaches will be utilized for both theory and clinical courses. Various evaluation approaches will be employed in the
Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of South Texas College and the Nursing and Allied Health programs. Actions involving dishonesty within the program violate the professional code of ethics and are disruptive to the academic/clinical environment. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the faculty, or tampering with the academic work of other students. Individuals found guilty of academic dishonesty may receive a failing grade for the assignment and/or course as per faculty decision. It is the student’s responsibility to have a clear understanding of the various aspects of academic dishonesty.

Plagiarisms and other forms of scholastic dishonesty are serious academic violations that will not be tolerated. Scholastic dishonesty encompasses, but is not limited to; cheating, plagiarism, collusion, and any act designed to give an unfair academic advantage to the student.

“Cheating” includes, but is not limited to:
- copying from another student’s work;
- using materials not authorized by a testing proctor;
- possessing materials that are not authorized by a testing proctor, such as lessons, books, or notes;
- knowingly using or soliciting, in whole or part, the contents of an non-administered test;
- collaborating with or seeking aid from another student without authorization during the test;
- substituting for another person, or permitting another person to substitute for oneself, in taking a course test or completing any course-related assignment;
- Using, buying, stealing, or transporting the some or all of the contents of a non-administered test, on-line test, test rubric, homework answer, or computer program.
- Cyber-plagiarism occurs when students utilizes internet-technology to copy and submit the work of another without appropriately citing the source of information.

“Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, downloading from website, or obtaining by any means someone else’s work and then submitting that work for credit as if it were one’s own.

“Collusion” includes, but is not limited to, unauthorized collaboration with another
person in the preparation of an academic assignment offered for credit.

The penalties for scholastic dishonesty in graded assignments include the possibility of failure in the course. Scholastic dishonesty in examinations will result in a grade of “F” on the examination and an “F” in the course. Students found guilty of scholastic dishonesty are subject to disciplinary action including dismissal from the program and possible dismissal from the College. A student dismissed for dishonesty is not eligible for readmission.

A student will be given “due process” following the Administration of Student Discipline procedure in the STC College Catalog. The faculty involved or Program chair will initiate the process, both verbally and in writing with the student.

PROFESSIONAL/STUDENT CODE OF CONDUCT
Students represent the NAH Program and respective profession; thus students assume responsibilities toward society. Students are obligated to function at all times within the framework of the professional Standards of Ethical Conduct and applicable Rules and Regulations. In addition, students are responsible for knowing the information and complying with the procedures and guidelines outlined in the South Texas College Student Code of Conduct.

The Student Code of Conduct is an articulation of South Texas College’s commitment to maintaining an environment that recognizes and support the rights of its students, while providing a guide for defining behaviors the College considers inappropriate. When students fail to act in accord with rules and regulations of the South Texas College, the College must hold students accountable for their actions.

To ensure patients are aware that a student is involved in portions of their treatment, the following measures are to be employed at all times:
1. Clinical Faculty/Preceptors are to obtain verbal consent from patients and/or family members prior to student treatment.
2. Students must routinely introduce themselves as students.
3. Students are to wear their STC picture ID and/or facility issued picture ID when necessary.

FAILURE TO MEET NAH PROFESSIONAL STANDARDS/STC STUDENT CODE OF CONDUCT:
Violations of NAH professional standards and STC student conduct of conduct will cause a disciplinary action and follow program specific guidelines to be taken by the faculty, program chair, and/or program designee. The minimal sanction to be taken will be a written warning or reprimand. The maximum sanction may be course failure, suspension, removal/dismissal from the course and/or the program/division, and expulsion from the College. The action taken will be dependent on the nature and severity of the incident and potential or real threat to client safety and well-being or risk for the Program, College, and the clinical affiliate agency.

Student may appeal the decision following the NAH Disciplinary Action and Grievance Due Process. Refer to the Disciplinary Action and Due Process found on page 46.
Prior to the student’s dismissal from any of the programs within the Nursing & Allied Health Division, the student will be provided with a notice containing a written record of the grounds on which the Division and/or Program is basing its action, and dependent on the nature and severity of the incident, a FINAL PLAN may be formulated that the student may agree to and acknowledge in writing. The failure of the student to comply with the remedial plan will serve as grounds for final action (Dismissal Action).

All offenses will be documented on the Student Performance Improvement Plan Summary Form and kept in student’s file for seven (7) years.

If dismissed from the Program and/or Division, the Student Performance Improvement Plan Summary Forms and the Disciplinary Action report/memo will be completed and forwarded to the Office of Student Rights and Responsibilities.

**PROFESSIONAL BOUNDARIES**

Professional boundaries define effective and appropriate interaction between students, educators, supervisors and the public they serve. Boundaries exist to protect students, patients/clients, educators, clinics, institutions, and health care professions in general. Any behavior or interaction which damages the learning environment, health care environment, or those involved is a violation. Violations include sexual and non-sexual misconduct.

NAH program students are responsible for conducting themselves in a professional manner, and are to refrain from any activity that tends to compromise the academic integrity of the institution, or subvert the educational process. Specifically, when dealing with: 1) patients/clients entrusted to his/her care, 2) STC NAH program faculty/staff, and/or 3) clinical faculty/staff, NAH students shall not:

- enter into any type of romantic or sexual relationship, whether consensual or nonconsensual;
- fraternize and/or engage in social level activities/behaviors outside of the learning environment;
- interfere with another person’s work performance;
- create an intimidating, hostile, or offensive working environment

Such relationships and/or interaction will be looked upon as potentially detrimental to the working and learning environment, considered inappropriate and unacceptable, and grounds for disciplinary action, which may include program dismissal.

**LECTURERS/SPEAKERS**

Guests are frequently invited to share their expertise and experiences with NAH program students. Continued support from these speakers, the professional image of STC NAH student’s and the reputation of NAH programs are all influenced by the students’ attention and courtesy during their visits to the classroom. Class members are asked to share responsibility for making speakers feel welcome and by giving appropriate feedback through questions and comments, and by voicing appreciation for their presentation.
STUDENT STANDARDS

• Functional Abilities Essential to Practice in Nursing and Allied Health Educational Programs
• Minimum Passing Scores
• Withdrawal
• Students Called to Active Military Duty
• Progression Criteria
• Program Re-Admission
• Examinations
• Graduation Requirements
• Communicable Diseases
• Drug Screening & Criminal Background Check
• Professional Liability Insurance
• Occupational Exposures to Infectious Agents
• Change in Health Condition
• Social Media Guidelines
• Communication
  • E-mail
  • Emergency Messages
STUDENT STANDARDS

FUNCTIONAL ABILITIES ESSENTIAL TO PRACTICE IN NURSING AND ALLIED HEALTH EDUCATIONAL PROGRAMS

The goal of the South Texas College Nursing and Allied Health Division (NAH) is to prepare students for the practice in health professions fields. Education in health professions requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of essential skills, functions and professional attitudes and behaviors. The NAH faculty of South Texas College (STC) has a responsibility to graduate the best possible practitioners; therefore, admission to NAH educational programs in the College is offered only to those who present the highest qualifications for education and training in the art and science of the chosen profession.

Applicants to NAH programs of the College must possess the following general qualities:

- Critical thinking
- Sound judgment
- Emotional stability and maturity
- Empathy
- Physical and mental stamina,
- Ability to learn and function in a variety of didactic and clinical settings.

Graduates of an NAH program must have the minimal skills, essential functions, and knowledge to function in a broad variety of clinical settings.

The faculty of STC’s NAH programs has a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the College as well as for the educational welfare of its students relative to the educational programs of the College. In order to fulfill this responsibility, the Division maintains that certain minimal technical standards must be present in applicants to NAH educational programs of the College. Candidates for degrees and certificates must have the following essential technical skills but are not limited to the following: motor skills; sensory/observational skills; communication skills; intellectual-conceptual, integrative, and quantitative abilities; and behavioral/social skills and professionalism. The Division Dean, in accordance with Section 504 of the 1973 Vocational Rehabilitation Act and the American with Disabilities Act (PL101-336) has established the above-mentioned essential functions of students in NAH educational programs offered by STC.

The Division’s program specific Selection Committees will consider for admission applicants who demonstrate the ability to perform or learn to perform, the essential skills listed in this document. The College must ensure that students with impaired intellectual, physical or emotional functions do not place patients in jeopardy. Students will be judged not only on their scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of the Program’s curricula and to graduate as skilled, safe, and effective practitioners.
The essential abilities required by a program can be accomplished through direct student response, the use of prosthetic or orthotic devices, or through personal assistance (e.g. readers, signers, note-takers, etc.) as is appropriate to program objectives. The responsibility for the purchase of prosthetic or orthotic devices serving a student in meeting abilities noted remains with the student and/or agency supporting the student. The College will assist with this accomplishment, as required by law and institutional policy. Upon admission to the College and/or NAH program, a student who discloses a properly certified disability will receive reasonable accommodation but must be able to perform the essential function of the curriculum and meet the standards described herein for the selected NAH program in which the student is enrolled.

Upon acceptance in a NAH program, students should notify the program chair of any needed accommodations before beginning courses. Students seeking accommodations should initiate their request with the Director of Student Support Services. Possible accommodations for individual and group counseling, peer counseling, linkages with community services, faculty advisory committees whose members are aware of disabled students and their needs, career counseling, assistance with job searches and interview skills, and extended test-taking time, if and when appropriate.

In addition to the general standards described above, the student selected to participate in an NAH educational program must meet the additional Program Specific Standards.

MINIMUM PASSING SCORES
Refer to the course faculty’s syllabus regarding specific grading scales and evaluation criteria.

WITHDRAWAL
Students may withdraw from NAH Program semester credit courses according to college policy, which is readily available in the “REFUNDS” section of the STC College Catalog under Drop or Withdrawal on page 29.

Students who withdraw from a NAH Program semester credit course will be ineligible to continue in the program. To be eligible to apply for Program readmission, withdrawing students, regardless of the reason for exiting a program, must schedule an exit interview with the Program Chair, and adhere to any guidelines set forth by the program.

STUDENTS CALLED TO ACTIVE MILITARY DUTY
If a student withdraws because the student is called into active military service, the institution, at the student’s option shall:
1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. Grant a student, who is eligible under the institutions guidelines, an incomplete grade in all courses by designating “withdrawn – military” on
the students transcript; or as determined by the faculty, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

Initiation of military withdrawal:
It is the student’s responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as result of the student’s failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps through the Office of Admissions and Records to officially withdraw from it. Failure to withdraw properly will result in a grade of “F” in the course.

PROGRESSION CRITERIA
- Once admitted, students must maintain a minimum GPA of 2.0 in all NAH Program/Technical and general education courses within a semester in order to qualify for promotion to the next semester.
- All NAH Program classes must be taken in the sequence they are offered. Students must complete the program of study according to their degree plan.
- Prerequisites to each NAH Program course must have been successfully completed.
- Students must meet the Technical Standards as listed by the NAH Program.
- Prior to enrolling in Practicum/Clinical Education experiences, students must meet the clinical requirements established by the Division of Nursing and Allied Health and each respective program.
- Refer to Program Specific Progression Criteria for additional information.

NOTE: Any student found in noncompliance with these requirements and criteria is ineligible to continue in the NAH Program and will be notified by the Program Chair.

PROGRAM RE-ADMISSION
A student, who has failed or has withdrawn from a course in an NAH Program, must follow re-entry/readmission criteria determined by the program. In the event that the Programs Progressions Committee determines the student is no longer eligible for re-entry, the student may petition for readmission to the NAH Progressions Committee.

To start the petition process, the student needs to do the following:
- a. Make an appointment with the Dean of NAH within 2 working days from the date of Program Notification Letter.
- b. Submit a written request to appeal the Program Level decision within 3 working days.
- c. Meet with the NAH Division Dean within 10 working days to discuss the NAH Progression Committee’s Readmission procedure.
**NAH Progression Committee**

The NAH Progressions committee is composed of one representative from each of the NAH Division Programs for a period of one academic year cycle.

NAH Progressions Committee will convene within 10 working days to deliberate students’ petition. Consideration for readmission by the NAH Progressions Committee is based on the following:

- a. Recommendation from the Program Chair.
- b. Academic grade average and/or clinical evaluation.
- c. Critically discuss student performance issues and reasons for failure i.e., extenuating circumstances.
- d. Resolution of outside extenuating circumstances, if applicable.
- e. Adherence to and completion of any contractual agreement.
- f. Interview by the Dean and recommendation from the Progressions Committee.
- g. Continued compliance with current NAH Program admission requirements.
- h. Student will be given the chance to meet the NAH Progressions Committee if the recommendation from the Program Chair or Committee is dismissal from the program and/or division.
- i. Adherence to established college policies, division and program procedures and standards.
- j. Student will receive a Notification Letter from the NAH Division Dean via Jag-Net email within 3 working days.

**NOTE:** A student will be denied readmission to the NAH Program if their withdrawal or dismissal from a course was for non-academic failure (i.e. unsafe practice, academic dishonesty, and/or unethical behavior, etc.).

Students must re-enter the NAH program within one year to insure continuity of learning and mastery of required content. The progressions committee will determine readmission of students not returning within one year on a case-by-case basis due to extenuating circumstances. The NAH Program reserves the right to require a re-entering student to initiate program sequence beginning with the first semester and/or repeat selected program courses previously completed successfully. The progressions committee will determine on a case-by-case basis the best course of study to facilitate student success.

Refer to the NAH Readmission Procedure Flowchart on the next page.

**Transfer Students** seeking admission or advanced placement following failure or dismissal from another state or Texas college program are held to the same standard and priorities as students seeking readmission to an STC NAH program. Students are required to submit letter of recommendation from their previous program director to the program Admissions and Progressions Committee considering their application. Students seeking transfer/admission from a proprietary program must seek admission as a “new” student.
Nursing & Allied Health Division Readmission Procedure

A student, who has failed or withdrawn from a course in an NAH Program, must follow re-entry/readmission criteria determined by the program. In the event the Program’s Progressions Committee determines the student is no longer eligible for re-entry, the student may petition for readmission to the NAH Progressions Committee.

**LEVEL 1: Program Level Review**
- Program Chair will meet with student and discuss the Readmission Procedure
  - Written request to return to the program
  - Remediation Portfolio/Plan of Action, if applicable to program
  - Follow the established guidelines and timeline set by program
- Program Chair will forward student’s complete packet to the Program Admission & Progression Committee for review.
- The Program Admission & Progression Committee will convene, review documentation submitted, and make decision if student is eligible for readmission to the program. Student will receive a Notification letter of the Program Admission & Progression Committee’s decision.

**Disapproved**
- Student Responsibilities (if approved)
  - Meet with Program Chair to sign contractual agreement
  - Meet with their assigned Faculty Advisor and/or Student Success Specialist
  - Must be compliant with all clinical requirements

**Approved**
- Process Ends Here

**LEVEL 2: NAH Division Level Review**
- Student Responsibilities (if disapproved)
  - Student has 2 working days to request a meeting with the NAH Division Dean from date of Program Notification Letter
  - Submit a written request to appeal the Program Level decision within 3 working days
  - Meet with NAH Division Dean within 10 working days to discuss the NAH Progression Committee’s Readmission procedure.
- The NAH Progression Committee will have 10 working days to review and submit the recommendation to the NAH Division Dean.
- The NAH Division Dean will have 1 to 3 working days to send Notification Letter of the decision of the NAH Progression Committee Decision.

**Disapproved**
- Student Responsibilities (if approved)
  - Meet with Program Chair to sign Contractual Agreement
  - Meet with their assigned Faculty Advisor and/or Student Success Specialist
  - Must be compliant with all clinical requirements

**Approved**
- Process Ends Here

**LEVEL 3: Vice President Level Review**
- Student Responsibilities (if disapproved)
  - Student has 2 working days to submit a request for review with the Vice President from the date of NAH Progression Committee Notification Letter.
- The Vice President for Academic Affairs review process may include:
  - Review of documentation submitted by the student
  - Meeting with the student to hear concerns/issues
  - Meeting with all individuals related to the students concerns/issues
  - If applicable, creation of a review committee to assist with the review process.
- At the end of the review process, Vice President will render decision. Student will be notified of the final decision, within 30 working days.

**Disapproved**
- Student Responsibilities (if approved)
  - Meet with Program Chair to sign Contractual Agreement
  - Meet with their assigned Faculty Advisor and/or Student Success Specialist
  - Must be compliant with all clinical requirements

**Approved**
- Process Ends Here
EXAMINATIONS
Student desks are to remain clear of items not specifically required for testing during an examination such as purses, wallets, books, etc. Personal electronic devices (i.e. cell phones, pagers, etc.) are to be turned “OFF”. Wearing of such devices is not permitted during an examination.

Refer to Program Specific Standards for additional examination information.

GRADUATION REQUIREMENTS
Upon satisfactory completion of the curriculum as outlined for the NAH Program, a student will be eligible to receive a Degree or Certificate. The general requirements indicate the student must:

1. Satisfactorily complete the course of study for the declared major.
2. Maintain a minimum average for all courses in the degree plan as specified by the program.
3. Complete final semester coursework including CAPTSONE experience in residency at STC, if applicable in the course degree.
4. Satisfy program specific exit requirements.
5. Pay all debts to the College prior to graduation.

All NAH students will be expected to participate in the commencement exercises unless they are given permission to graduate in absentia. Students who will complete the requirements for graduation during the fall, spring, and summer will graduate during the appropriate semester and participate in the May or December commencement exercises.

COMMUNICABLE DISEASES
STC and the NAH Division recognize contagious diseases are a serious threat to public health and are committed to encouraging an informed and educated response to issues and questions concerning these diseases.

Any decision of STC concerning a person who has a communicable disease shall be based on current and well-informed medical judgment, which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable virus and available alternatives to respond to a student with a communicable disease. No individual with such diseases will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities.

Likewise, students may attend any STC function or event as long as they are physically and mentally able to participate, perform assigned work, and pose no health risks to others. The decision that a person poses a threat will be based solely on knowledge about:
a. Duration of risk  
b. Nature and severity of the potential harm  
c. The likelihood that potential harm will occur  
d. The imminence of the potential harm

A safe environment must be maintained for all students and clients. The student with a communicable disease must report the condition to his/her faculty (classroom or clinical) immediately. The NAH program will:

1. Make information on the prevention of communicable diseases available to students.  
2. All reasonable precautions will be taken to protect confidentiality. However, communicable diseases will be reported as applicable to appropriate authorities, i.e. tuberculosis  
3. Students must be able to meet acceptable performance standards and objectives.  
4. A student with a communicable disease may attend classes or perform duties at the clinical site if his/her presence does not pose a threat or danger to the individual, others in the College, or to the clients they will be in contact with during the clinical experience.  
5. Students are expected to follow the affiliating agencies guidelines governing caring for clients with communicable diseases.

**DRUG SCREENING & CRIMINAL BACKGROUND CHECKS**

Screening requirements are in place for South Texas College Nursing & Allied Health clinical/practicum programs. These requirements include criminal background checks and drug screens. The rationale for these requirements for students participating in clinical and practicum courses is based on the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients/clients or employees.

Competency extends beyond technical skills to an individual’s criminal and substance abuse history. This approach ensures uniform compliance with The Joint Commission (TJC) standards pertaining to human resource management. Moreover, the public is demanding greater diligence in light of national reports of increasing numbers of medical errors.

NAH students are obligated to disclose any changes regarding their drug/alcohol dependency or criminal record to the Program Chair. The department will take the information provided into account in determining whether to remove the student from the program or to provide special accommodations. Failure to notify the program of such changes will result in disciplinary action, which may include program dismissal.

The student will assume full costs of the drug screening and criminal background checks. Drug screening and criminal background check results will be kept on file in the NAH Division office.
PROFESSIONAL LIABILITY INSURANCE

The College requires professional low risk liability insurance coverage for students in the health professions. Payment for insurance is made at the time of student registration for clinical courses.

OCCUPATIONAL EXPOSURE TO INFECTIOUS AGENTS

College faculty, staff and students participating in clinical and laboratory programs that require the handling of blood, blood products, or body fluids are required to observe the standard precautions and safety guidelines prescribed by the U.S. Public Health Service. In compliance with the Occupational Safety and Health Administration (OSHA) regulations, students will receive information regarding Blood Borne Pathogen prevention measures. Guidelines recommended by the Center for Disease Control (CDC) will be followed.

NAH Program students will also receive instruction on safety and universal precautions as part of their online hospital orientation and throughout the curriculum. College faculty and staff members who supervise students in clinical and laboratory experience will monitor compliance with the precautions and guidelines prescribed by the U.S. Public Health Service by direct observation and as criteria of laboratory and clinical evaluations indicate.

Students are required to take the Hepatitis B Vaccine series unless a condition exists that requires a waiver to be signed.

CHANGE IN HEALTH CONDITION

In an effort to maintain a safe learning environment, NAH Program students are required to notify their Program Chair of significant changes in his/her medical condition. If such change has the potential to affect or be affected by his/her program coursework, the student will be required to obtain a physician’s release. The release must specify the conditions under which the student is able to return to the classroom and/or clinic experience. Examples of significant changes in health status include but are not limited to: infectious diseases, hospitalizations, surgery and physical injury and/or illness.

SOCIAL MEDIA GUIDELINES

The Nursing and Allied Health Division supports the use of social media and upholds a student’s right to personal communication via social media sites.

Students are expected to adhere to the high standards of the health care profession with regard to maintaining confidentiality and are prohibited from communicating using social media platforms.

This practice pertains to South Texas College/NAH related functions such as interactions in both classroom and clinical activities and use of internet conversations for College related activities via the following platforms but not limited to Facebook, My Space, Tweeter, Linked In, Blogs, and YouTube.
Sharing of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) whether conferred through face-to-face communication channels, social media sites, or college communication modes such as Jagnet or Blackboard.

Guidelines and Practices for Use of Social Media

1. Private information of patients, healthcare facility staff, college staff and fellow students should never be discussed in any form of social media. The Health Insurance Portability and Accountability Act (HIPAA) guidelines are to be upheld at all times both in classroom and clinical course activities.

2. The uploading, downloading and distribution of unauthorized pictures, videos and course materials are strictly prohibited without express written permission of the faculty and other persons concerned, and will be administered entirely by the designated employee of the college responsible for the NAH division social media platform pages.

3. Social media interactions like but not limited to texting, e-mailing and social networking are not permitted during class and clinical hours. The use of PDA and/or PDA combined with cell phone in clinical are used only as authorized by faculty and the healthcare facility. The PDA combined with cell phone must be in vibration mode. In addition, the use of notebooks, iPads, etc… during class will only be permitted for note taking and other related college activities as authorized by the faculty. If a student needs to respond to an emergency text/call, the student is asked to leave the classroom as deemed necessary.

4. Students will not use social media to communicate with faculty and staff. Students will use communication methods as specified in the syllabus (jag-net mail, blackboard).

5. The division of Nursing & Allied Health will maintain a main Facebook page including NAH program pages as determined by each Program Chair.

6. No NAH program or student club shall maintain an independent social media page. All program and student club social media platforms will be administered entirely by the designated employee of the college responsible for the NAH division social media platform page. Students will submit materials for inclusion on their pages to the designated social media administrator.

7. It is the student’s responsibility to keep their private social media site appropriate and profiles clean. It is highly recommended that students adjust privacy settings for personal accounts to limit public access.

8. Consequences for inappropriate use of social and electronic media by a Nursing and Allied Health division student will be handled on a case-by-case basis. The consequences will depend, in part, on the particular nature of the incident. Violations of patient/client privacy via electronic device will be dealt according to disciplinary action included in the STC Student Handbook, and the NAH handbook.
COMMUNICATION

Email
All communication for the Nursing & Allied Health students, is through the South Texas College’s JagNet email. A JagNet email is issued by the College upon acceptance. Students are to check college email (JagNet email) or the designated email account daily for important announcements or requests from the Dean, Program Chair, course faculty, and/or general South Texas College announcements.

Emergency Messages
If the Division or NAH Program receives a call for a student that is of an emergency nature, the secretary will locate the student to relay the message. This procedure will be used only for emergencies. It is the student’s responsibility to maintain accurate phone numbers and email addresses with the Program Secretary.
CLINICAL EDUCATION STANDARDS

- Clinical Requirements
- Obligations, Rights, and Responsibilities of Students Involved in Clinical Experiences
- Safe Clinical Practice Standards
- Procedure for Removal of Student from the Clinical Site
- Healthcare Associated Infection Guidelines
- Body Fluids to Which CDC Isolation Guidelines Apply
- Centers for Disease Control (CDC) and Prevention Guidelines
- Reporting Unprepared to Clinical or Practicum Site
- Communication (Pertaining to the Clinical Sites)
- Confidentiality
- Safety Procedures
- Patient Care Participation
CLINICAL REQUIREMENTS

Students enrolled in NAH Programs including dual credit and continuing education must meet the clinical requirements established by the Division of Nursing and Allied Health. Before registering for an NAH Program course, a student must have the following on file in the Division office:

1. Proof of required immunizations (**see below**)
2. Proof of liability insurance (Paid at Registration)
3. Proof of Health and Accident Insurance (must be current throughout all Practicum/Clinical)
4. Current CPR certification by the American Heart Association for Healthcare Provider (must remain current)
5. Current TB test (PPD) results, or if required by positive testing, chest x-ray once every two years.
6. Cleared criminal background check and/or proof of licensure eligibility
7. Proof of negative drug screen

**The following immunizations are required for all students in health-related courses, which involve direct patient contact in medical settings:**

a. Measles, mumps, and rubella (MMR): proof of immunizations as defined by the Texas Department of Health Standards or proof of immunity by disease
b. Tetanus/diphtheria: proof of “booster” dose administered within the last ten (10) years
c. Hepatitis B series (HBV): written certification of serological immunity to HBV or completed series of HBV vaccinations
d. Varicella (chicken pox) vaccine (or documented exposure)
e. Meningococcal vaccination within the last 5 years (under the age of 22)

**NOTE:** All students must have a current signed Meningitis Waiver Form completed through STC Admissions.
f. Influenza vaccine (August – April or as required by the Texas Department of Health) Proof of documentation must include lot number and expiration date of vaccine.

The student will assume full costs of the immunizations, personal health insurance coverage and medical services. Inquiries concerning any exemptions to this requirement should be directed to the NAH Clinical Affairs Specialist.

The Division of NAH utilizes a password-protected database for the maintenance of such records. Access is limited to the Division Dean, Program Designated Representative, and the NAH Clinical Affairs Specialist. Students are required to submit the necessary documentation to the NAH Clinical Affairs Specialist for scanning and electronic filing. Students maintain original records. Students then receive notification for ongoing compliance needed throughout the duration of the program.
Furthermore, students receive e-mail reminders about their clinical requirements that needed to be updated. The Dean or designated program chair may immediately remove students from a clinical course or program, when, in their professional opinion, the student is not in compliance with established program standards and/or continued participation puts clinical affiliate and/or its clientele at risk.

**OBLIGATIONS, RIGHTS, AND RESPONSIBILITIES OF STUDENTS INVOLVED IN CLINICAL EXPERIENCES**

A. The student will be accountable for the attainment of his/her own learning objectives.
B. The student will be accountable for his/her own actions while in the AFFILIATE.
C. The student will respect the confidential nature of all information obtained from clients and records of the AFFILIATE.
D. The students are not entitled to receive nor expect any compensation for the practicum experience from the AFFILIATE.
E. Institutional holidays recognized either by STC or the assigned AFFILIATE is not required affiliation days. However, the required clinical hours must be met as described in the course objectives.
F. Students are subject to the authority, policies, and regulations of STC. They are also subject, during practicum assignments, to the same standards as are set for the AFFILIATE employees in matters relating to the welfare of patients according to AFFILIATE standards.
G. Students shall adhere to the dress code of the NAH Program and the AFFILIATE. Except as AFFILIATE rules may otherwise provide, students shall wear identifying nametags, setting forth the name of the student and the fact that the individual is a student of STC.
H. Students shall have the status of learners and will not replace AFFILIATE staff nor give service to patients apart from its educational value.
I. In the event of potential exposure to an infectious disease, the Affiliate will conduct appropriate baseline testing on the student and source of the potential exposure, and will report to the student the test results. Any recommended follow up testing and/or treatment required will be the responsibility of the student.

**SAFE CLINICAL PRACTICE STANDARDS**

**PURPOSE OF PROFESSIONAL CLINICAL EXPERIENCES**
The purpose of clinical experience is to provide an opportunity for the NAH Program student to demonstrate competence in the cognitive (knowledge & judgment), psychomotor, affective skills, and values necessary to practice in their profession. The clinical learning environment is one in which the student is expected to progress in level of competence.

**STANDARD**
From entry into the clinical setting, through completion, the student is expected to practice in a safe and responsible manner regarding him/herself, the patient/client
and the environment. The NAH Program student, participating as a member of the health care team, is responsible for contributing to the continuity of care, and maintenance of client safety and welfare throughout the clinical experience.

- **Prior to entering the clinical experience, student will:**
  - Demonstrate the necessary knowledge and skill required in the current classroom, laboratory, and clinical setting.
  - Submit evidence of: negative TB test, current required immunizations, CPR certification, negative drug test, negative criminal background check or proof of licensure eligibility & professional liability and medical insurance. Students will be responsible for maintaining current documentation with the Clinical Affairs Specialist. Should any type of testing and/or certification expire during the course of a practicum/clinical semester, the student will be barred from the clinical rotation, thus prohibiting successful program completion. If expiration is discovered post-semester, student will be subject to disciplinary action including program dismissal.
  - Not enter the clinical or classroom setting when he/she has an impairment or illness that is or may be harmful or infectious to others.

- **While in the clinical setting, student will:**
  - Utilize the Professional Standards of Practice and/or Rules and Regulations relative to their program of study, in performing all academic and clinical work while a student in their program.
  - Demonstrate honesty in all behaviors & communications in the clinical setting.
  - Arrive at the clinical site on time, sign in and report to the person responsible for the student’s supervision, and sign out on time when leaving the clinical site.
  - Demonstrate behavior indicative of a drug & alcohol free professional and remain in compliance with [STC Board Policy #3337](#).
  - Display stable mental/emotional & physical health.
  - Demonstrate responsibility for all personal actions, and rights of the client and agency, by not failing to report mistakes or problems.
  - Demonstrate safety as a priority by taking appropriate steps to insure injury does not occur to self (the student) during the course of clinical practice.
  - Abstain from all forms of sexual harassment toward fellow students, faculty, clients and agency staff.
  - Follow exactly, the dress code set forth in the program student handbook or clinical course syllabus.
  - Demonstrate full understanding of confidentiality by not participating anywhere in inappropriate conversations, inappropriate sharing of information, or obtaining information which is/are not pertinent to the student’s current clinical assignment.
  - Demonstrate correct, accurate and timely record keeping and verbal communication.
  - Provide safe, therapeutic care to clients, utilizing the level of supervision which has been outlined by the student’s immediate clinical supervisor.
Care of Clients: While in the clinical area, the student will:

- Demonstrate correct use of all therapeutic processes, insuring physical, mental and emotional safety of the client and their property as he/she provides care.
- Demonstrate a nonjudgmental attitude toward clients with regard to race, color, national origin, religion, socioeconomic status, age, disease process or sexual preference.
- Provide only care which the student has been deemed competent to perform, utilizing the level of supervision appropriate to the circumstance outlined in the clinical guidelines.
- Demonstrate a team approach to client care by communicating in a timely fashion, verbally and/or in writing all clinical information.

Care of Environment: While in the clinical area, the student will:

- Demonstrate respect for the agency through proper use and care of all equipment and property.
- Demonstrate understanding of safety by using safety devices, a team approach to insure safe patient care, and keeping all potential injury producing objects out of the clients access.
- Demonstrate understanding of disease transmission by using standard precautions, proper hand washing, linen care, etc.

NAH Program students who show evidence of poor attitude, inappropriate conduct, unwillingness to participate in class or patient care activities, or who demonstrate a lack of respect for clinical affiliate organizations may be subject to disciplinary action. Disciplinary action include being barred from clinical rotations that may include any of the following actions may result in disciplinary actions.

- Excessive absences or tardiness
- Failure to adhere to the Program’s uniform policy
- Violation of any hospital, clinical affiliate, or South Texas College, Division, and/or NAH Program policy, procedure or standard
- Behavioral problem causing distraction to others or contrary to the NAH Professional Behavior Standards and STC Student Code of Conduct
- Repeated unsatisfactory affective behavior evaluations

Failure to Meet the Standard: The failure of the NAH Program student to meet any part of the above Safe Clinical Practice Standard will cause a disciplinary action to be taken by the clinical faculty, program chair and/or program designee, and NAH Division Dean. The minimal sanction may include a written warning or reprimand. The maximum sanction may result in course failure, suspension, removal/dismissal from the course and/or the program/division/college, and expulsion from the College. The sanctions taken will be dependent on the nature and severity of the incident and potential or real threat to client safety and well-being or risk for the Program, College, and the clinical affiliate agency.
PROCEDURE FOR REMOVAL OF STUDENT FROM THE CLINICAL SITE

In the event that an STC NAH Program student demonstrates inappropriate behavior in which he/she:

1. Appears in the clinical setting under the influence of drugs or alcohol;
2. Displays unstable mental, physical or emotional behavior(s), which may present danger to self or other’s well-being (anorexia, suicide attempts, etc.);
3. Threatens the physical or psychological safety of the client while practicing in the clinical setting under the influence of non-prescribed drugs;
4. Demonstrates unprofessional behavior that is disruptive to the environment and interferes with the operation of the setting. If occurs, the following procedure will be followed:

   a. The Clinical Faculty/Coordinator/Supervisor will remove the student from the immediate patient area to an office or other waiting area.
   b. The Clinical Faculty/Coordinator/Supervisor will immediately contact the Program Chair/Coordinator, Clinical Affairs Specialist or Division Dean to inform them of the incident and receive direction for managing the student.
   c. If the event involves the student being under the influence and the emergency contact person is unavailable, the student will be sent home via public transportation or police escort. Any related expenses or criminal charges arising from the incident will be the student’s responsibility and may jeopardize the student’s continued participation in the program and/or future certification or license.
   d. The Division Dean will report the incident to the Dean of Students Affairs.

NOTE: Disciplinary action for any student who is removed from the clinic site for the above reasons will be addressed accordingly as delineated in the Disciplinary Action and Due Process.

HEALTHCARE ASSOCIATED INFECTION GUIDELINES

The Center for Disease Control in Atlanta has developed CDC Isolation Guidelines as recommendations to all health care workers for preventing transmission of Human Immunodeficiency Virus (HIV) and other blood borne diseases in the health care setting. Blood and certain body fluids of ALL patients are considered potentially infectious for HIV, Hepatitis B virus (HBV) and other blood born pathogens. The guidelines are intended to prevent parenteral, mucous membrane, and non-intact skin exposure. The implementation of these control measures does not obviate the need for continued adherence to general infection control principles and general hygiene measures. For more information log on to www.cdc.gov.

Minimum Guidelines:

1. Use standard precautions for all clients
2. Use appropriate barrier precautions routinely when in contact with any blood or other body fluids of any client
3. Change gloves after each contact with clients, followed by hand washing after gloves are removed
4. Wear mask and protective eyewear during any procedure that
is likely to generate drops of sprays to prevent exposure of mucous membranes of mouth, nose, and eyes.

5. Wash hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.

6. Refrain from all direct client care if you have exudative lesions or weeping dermatitis until the condition resolves.

7. Use resuscitator bags and other ventilation devices to reduce the need for mouth-to-mouth resuscitation.

8. Always use gloves when giving injections, changing wound dressings, or starting IV’s or heparin locks.

9. Use appropriate equipment to prevent injuries when using needles, scalpels or other sharp instruments.

10. Do not recap used needles. Discard needle units uncapped and unbroken into sharps containers after use. Use needle-less systems wherever possible.

11. Notify your faculty immediately if you receive an injury from a contaminated needle or other sharp instruments or any potentially harmful occurrence to either you or your patient(s). It is your responsibility to adhere to the policies and procedures of the agency regarding completion of incident reports.

CENTERS FOR DISEASE CONTROL (CDC) AND PREVENTION GUIDELINES

Several of the hospitals have now adopted the new guidelines for Isolation as recommended by the CDC. The new classifications are not meant to eliminate Universal Precautions but are meant to assist in clarifying some specific events that require additional labeling for general clients, respiratory situations, and contact situations.

Standard Precautions include the care of all clients. Examples of actions include: hand washing, soaps, gloves, masks, gowns, equipment cleansing, environmental control, linen handling, and Occupational Safety and Health Administration (OSHA) guidelines. These are very similar to what is called Universal Precautions but it is important to follow individually interpreted guidelines and policies of each facility.

The new respiratory classification of Transmission-based precautions include: Airborne and Droplet Precautions. Some of the diseases that are included in the airborne category are Measles, Varicella, and Tuberculosis. The guidelines are for protection of the lighter molecules which float in the air. In contrast, Droplet Precautions are for heavier molecules which would land on surfaces rather than float in the air. Guidelines for each of these include specific types of masking, cleansing, environmental control, patient placement, limitation of certain staff, and client transport.

Contact Precautions go beyond the above categories to include: enteric, respiratory, skin infections; or viral conjunctivitis and viral infections. Examples of infections would include: multi-drug resistant bacteria, clostridium difficile, Escherichia coli, Shigella, hepatitis A, rotavirus, diphtheria, herpes simplex in neonate, pediculosis, scabies, herpes zoster, and others. These guidelines limit exposure to both the health care workers and other patients through environmental and other means of control of the bacteria or
virus involved. These are similar to other terms of category specific limitations, such as Enteric Contact. For more information log on to www.cdc.gov.

REPORTING UNPREPARED TO CLINICAL OR PRACTICUM SITE
A student who reports to the assigned clinical experience unprepared (without required written assignments, reference materials, supplies, or appropriate dress; expired CPR, immunizations, expired TB test or without insurance coverage, etc.) may be dismissed from clinical/practicum that day. The resulting absence will be dealt according to program specific clinical guidelines.

COMMUNICATION (Pertaining to the Clinical Sites)
Communication will take many forms and include agency records, student self-evaluation and faculty anecdotal notes and evaluation. Minimum expectations are as follows:

1. Students will always report to the faculty and designated supervisor before leaving the clinical site/unit.
2. Faculty/supervisors must provide authorization for documentation to be entered into a client record before students write into the record or input into the agency computer system.
3. Students assume responsibility for keeping the faculty and/or designated supervisor informed of client progress or changes and to follow through as needed.
4. Students will not sign as a witness, permits or any legal document related to client care.
5. Students will attend clinical conferences and seminars that will provide forums for the exchange of ideas, plans, and to discuss areas of need.
6. Students will self-evaluate their performance on designated tools as per program standards.

Refer to Program Specific information regarding communication.

CONFIDENTIALITY
In accordance with regulations regarding confidentiality of information, compliance of the Health Insurance Portability and Accountability Act (HIPAA), and knowledge concerning the patient/client, the faculty of the Nursing & Allied Health Division has adopted the following policy:

1. Except in the structured, teaching-learning situation, all aspects of the patient/client’s medically-related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in the dress code is required before reading charts/records.
3. Under no circumstances should student photo copy, take picture, and/or tape record any part of the patient’s/client’s chart/record.
4. Students must adhere to program and facility departmental guidelines when referring to patients in written assignments.
5. Under no circumstances should student photograph patients.
6. Failure to honor this basic ethical right of the patient/client may result in the **immediate dismissal** of the student from the program.

Students will sign a Confidentiality statement that reflects their understanding that all information about the client’s condition is confidential and should not be discussed in ANY public area inside or outside the agency.

**SAFETY PROCEDURES**

Any student injured while functioning, as a student in the clinical area must report to the clinical faculty/supervisor. An incident report is to be completed by the student and the faculty within 2 working days of the incident, sent to the Program Chair for review and signature, and forwarded to the Clinical Affairs Specialist. The Dean of NAH will maintain all incident reports. Should a patient care incident occur during a Practicum/Clinical experience, students are to follow the facility’s departmental policies and procedures.

It is a requirement for students to carry some form of health insurance coverage (i.e. Medicaid, third party or student insurance), prior to initiating any Practicum/Clinical experience. Proof of insurance is required prior to clinic placement. Such availability of health insurance should ensure access to emergency services for all NAH program students.

**PATIENT CARE PARTICIPATION**

All measures shall be taken to protect the health and welfare of all students participating in practicum/clinical experiences. All NAH students have the right to reasonable accommodations to allow full participation in practicum activities. In the event that a student presents with a documented medical condition (i.e. pregnancy, post-surgical, acute illness) that would predispose them to negative effects the student may defer participation in select patient care activities. It is the students’ responsibility to notify the Clinical Faculty of the need for accommodations. The student must also notify the Program Chair/Clinical Coordinator and provide a copy of the medical documentation.
DISCIPLINARY ACTION & APPEAL PROCESS

- Overview
  - Chain of Command
    - Definition
    - Procedure
  - Grievance
  - Grade Appeal Process
- Disciplinary Action Process
- Student Performance Improvement Plan
- Dismissal from Program and Division
  - Dismissal from Program
  - Dismissal from Division
- Due Process & Appeal of Disciplinary Action
  - Disciplinary Action and Grievance Due Process
  - Flowchart
DISCIPLINARY ACTION & APPEAL PROCESS

OVERVIEW
NAH students are required to function at all times within the framework of the NAH Program’s professional behaviors, ethical standards, and applicable rules and procedures. Students are responsible to know and comply with the procedures and guidelines outlined in the South Texas College Student Code of Conduct, Academic Integrity, NAH Program Standards, and Safe Practice Standards.
nah.southtexascollege.edu

CHAIN OF COMMAND
Definition: Chain of command is the line of authority and responsibility in an organization which oversees the implementation of policies, guidelines, and procedures. Following the chain of command in the health care workforce means moving up the administrative ladder when the healthcare practitioner believes that the patient’s needs are not being met. In most health care institutions, failure to follow the chain of command may result in various forms of disciplinary action up to and including expulsion from the college.

Procedures: The NAH Division has established a chain of command, which is the formal channel of communication among students, faculty, and staff. Students, faculty, and staff must adhere to the established chain of command in the NAH Division for any concerns, issues, and grievances to ensure prompt and satisfactory resolution. When the established chain of command is bypassed, the complainant will be re-directed back to the proper authority.

STC and NAH Programs strive to provide fair and objective procedures addressing student complaints, and in compliance with nondiscriminatory practices. In an effort to resolve misunderstandings, complaints or grievances, students shall make every attempt to resolve the issue with whom the incident originated.

1. If the misunderstanding, complaint, or grievance is not settled, it should then be discussed with the next supervisor. (See channels of communication on the next page).

2. If unresolved, the student is to follow the College Complaint and Grievance procedures found at STC Board Policy # 3313.

The chart below indicates the channels of communication and the steps that students have to follow to address their concerns.
### NAH Division
#### Chain of Command
#### Channels of Communication

<table>
<thead>
<tr>
<th>Steps</th>
<th>Student to Student</th>
<th>Student to Faculty</th>
<th>Student with Staff</th>
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</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Talk to the Student</td>
<td>Talk to the Faculty</td>
<td>Talk to the Staff</td>
</tr>
<tr>
<td>Step 2</td>
<td>Talk to the Course Faculty</td>
<td>Talk to the Program Chair</td>
<td>Talk to the Program Chair</td>
</tr>
<tr>
<td>Step 3</td>
<td>Talk to the Program Chair</td>
<td>Talk to the Division Dean</td>
<td>Talk to the Division Dean</td>
</tr>
<tr>
<td>Step 4</td>
<td>Talk to the Division Dean</td>
<td>Talk to the Division VP</td>
<td>Talk to the Division VP</td>
</tr>
<tr>
<td>Step 5</td>
<td>Talk to the Division VP</td>
<td>Follow College Complaint and Grievance Procedures</td>
<td>Follow College Complaint and Grievance Procedures</td>
</tr>
<tr>
<td>Step 6</td>
<td>Follow College Complaint and Grievance Procedures</td>
<td>Follow College Complaint and Grievance Procedures</td>
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</tbody>
</table>

### GRIEVANCE OR COMPLAINTS
Students at South Texas College have the right to submit a complaint when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

The College and the Nursing & Allied Health Division provides students with an orientation to describe departmental procedures and guidelines to resolve grievances.

For further information, please refer to [STC Board Policy # 3313](#), Student Grievance and Complaint.

### COURSE GRADE APPEALS
Any student at STC has the right to appeal final course grades, which they consider manifestly unjust or erroneous. Grade appeals procedures are outlined in [South Texas College Policy 3312](#) and in the South Texas College – Academic Affairs website: [http://academicaffairs.southtexascollege.edu/index.html](http://academicaffairs.southtexascollege.edu/index.html)

The primary responsibility for assigning grades in a course belongs to the faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant.

Student must refer to [STC Board Policy # 3312](#) – Student Appeal of Course Grade and follow the Grade Appeal Procedures outlined in the Academic Affairs Division webpage.
DISCIPLINARY ACTION PROCESS

Overview: Each student shall become familiar with each of the following categories, stated in this handbook to avoid any and all violations of them such as College Student Code of Conduct, Academic Integrity, NAH Professional Standards, and Safe Clinical Practice Standards. Failure to follow respective professional specific standards will result in a disciplinary action. The minimal sanction may include a written warning or reprimand. The maximum sanction may result in course failure, suspension, and dismissal from the course and/or expulsion from the program/division/college. The sanctions taken will be dependent on the nature and severity of the incident and potential or real threat to client safety and well-being or risk for the Program, the College, and/or the clinical affiliate agency.

STUDENT PERFORMANCE IMPROVEMENT PLAN

A Student Performance Improvement Plan (SPIP) is initiated to assist the student in identifying, managing, and improving upon behaviors that impede success in class, skills lab, and/or clinical course. Faculty activates and completes within 1 to 3 working days a SPIP when students violate established College, NAH, and Program’s procedures, perform in an unprofessional manner, and/or repeated patterns of behaviors that impede their abilities to be successful in the NAH Program and care safely for patients.

Students failing to meet course, program, or professional standards will receive SPIP that include action plans aimed at improving their abilities to be successful. Student Performance Improvement Plan form found on page 57 will be initiated at the program level. The faculty who initiates the SPIP will be responsible for reporting the SPIP to the program chair, if applicable and will meet together with the student within two working days to determine an appropriate plan of action for successful progression towards an improvement in behavior/performance.

The SPIP will be included in the student’s file located in the designated program’s office for reference. The progression for SPIP is as follows:

- Prior to a student receiving a SPIP, the faculty will review the student file for any existing SPIP, resolved or in progress.

- A student who has received a SPIP related to previous behaviors and/or has failed to meet professional standards will then receive an additional SPIP, with an official disciplinary action that may result in STC Code of Conduct, NAH, and Program’s standards violations. The student will be required to meet with the appropriate faculty and the program chair. The instructor outlines a plan to improve the stated behavior(s) and/or performance issues. At that time the student must be prepared to discuss ideas for improvement in behavior/performance. Upon completion of the associated course, the student will be responsible for scheduling a follow-up meeting with the course instructor before progression to the next course can occur.
• The student who has received a third SPIP for any offense whether related or unrelated to the initial offense will receive notice of a Disciplinary Action. This will place the student on notice that if any further infraction of the Division, Program, Course, or Clinical Standards occurs, the result may be failure from the course and/or dismissal from the program. A student, who will be dismissed from the program, may appeal the decision to the Dean of NAH. The student has two working days to initiate with the Dean of NAH to review and discuss the next course of disciplinary action. Disciplinary action form found on page 58.

**Please note:** A student who receives a SPIP related to safety and professional boundaries as outlined by the STC Code of Conduct, NAH Program’s Standards, Clinical Performance Standards, profession’s regulatory bodies, or has been unsafe, threatening to patients, clinical affiliation agency, faculty or peers, or who violates ethical, legal or moral standards is subject to immediate dismissal.

**DISMISSAL FROM PROGRAM AND DIVISION**

**NAH PROGRAM DISMISSAL:** The student will be immediately dismissed from the NAH Program as a result of the recommendation of the NAH Progressions Committee for the following:

1. Failure to comply with academic integrity standard
2. Falsification of any records or clinical reports
3. Drinking alcohol or being intoxicated while participating in any STC Program related activity
4. Use of mind-altering drugs or substances while participating in any STC Program related activity
5. Willful damage of hospital, clinical affiliate or South Texas College property
6. Conviction of a felony during the program
7. Divulging patient’s confidential information or Health Information Patient Protection Act (HIPAA) guidelines
8. Sexual harassment and other behaviors (physical/verbal assault), which may compromise the educational process, including obscene jokes/gestures, inappropriate touching, etc.
9. Constant disruption of class, simulation, or lab instruction

Refer to Program Specific Standards for additional information concerning dismissal.

**NAH DIVISION DISMISSAL:** In case of student dismissal from a Program as a result of any of the stated above. The Dean, upon the recommendation of the NAH Progressions Committee, may exclude the student from all other NAH programs.

If dismissed from the Program and/or Division, the Disciplinary Action report/memo will be completed and forwarded to the Office of Student Rights and Responsibilities. Students have the right to submit a grievance appeal with the Office of Student Rights and Responsibilities.
DUE PROCESS AND APPEAL OF DISCIPLINARY ACTION:
Prior to the student’s dismissal from any of the programs within the Nursing & Allied Health Division, the student will be provided with a notice containing a written record of the grounds on which the Division and/or Program is basing its action, and dependent on the nature and severity of the incident, a FINAL PLAN may be formulated that the student may agree to and acknowledge in writing. The failure of the student to comply with the final plan will serve as grounds for final action (Dismissal Action).

A record of all disciplinary actions will be documented on the Disciplinary Action Form and Student Performance Improvement Plan will be kept in the student’s file for seven (7) years. The Dean, upon the recommendation of the NAH Progressions Committee, may exclude the dismissed student from all other NAH programs.

APPEAL PROCESS OF DISCIPLINARY ACTION
Students who face a Disciplinary Action have the opportunity to appeal the Disciplinary Action by following the NAH Division established Chain of Command.

Department Level
- **Faculty** (course/clinical) will have 1-3 days to meet with the student to discuss the incident and/or address concerns/complaints
- Faculty will notify student and complete the Disciplinary Action Form and Student Performance Improvement Plan.

If applicable, the student will have 2 workings days to initiate a request to meet with the Program Chair.
- **Program Chair** will have 1-3 days to meet with the student to discuss and review all documentation from the Faculty (course/clinical).
- Program Chair will notify the student to complete the Disciplinary Action Form and Student Performance Improvement Plan.

Only decisions to be dismissed from the program or a violation of a legal right can be submitted for NAH Division Level Review. Student has 2 working days to initiate a request.

NAH Division Level
- **NAH Division Dean** will meet with the student to discuss and review all documentation from the Faculty (course/clinical) and Program Chair.
- NAH Division Dean will have 5 days to render a decision and send Notification Letter to the students. In some cases the Division Dean may convene the NAH Progressions Committee to assist with the review process

If applicable, the student will have 2 days to submit a request to the Dean requesting a review by the NAH Progression Committee
- **NAH Progressions** Committee will have 10 working days to meet and render decision and submit the decision to the Division Dean. Dean will have 1 to 3 working days to send a Notification Letter to student with the NAH Progression Committee Decision.
• If recommendation is for dismissal from the Program and/or Division. Student will be provided with a notice containing a written record of the grounds on which the Division and/or Program is basing its action, and dependent on the nature and severity of the incident. The Division Dean will offer a Final Plan that the student would agree to sign. The Failure of the student to comply with the final plan will serve as grounds for final action (dismissal).

Only decisions to be dismissed from the Program or the Division can be submitted for Vice President level review. Student has 2 working days to initiate a request.

Vice President Level
• Vice President will review all documentation, meet with student, meet with all individuals related to the incident and/or concern/compliant OR convene a Review Committee to assist with the review process
• Vice President will have 30 days to render decision and notify student of final decision

Depicted below is the NAH Division Disciplinary Action & Grievance Due Process Flowchart.
Disciplinary Action & Grievance Due Process
Nursing & Allied Health Division

Any violations of STC Student Code of Conduct, NAH Program Standards, and/or Safe Clinical Practice Standards will result in disciplinary action. The sanctions taken will be dependent on the nature and severity of the incident and potential or real threat to the environment or risk for the Program, College, and the clinical affiliate agency.

Department Level Review

**Informal Process**
- Faculty will meet with student to address concerns or complaints through informal conferences.
- **Document:** Faculty will have 1 to 3 working days to notify student and complete the Student Performance Improvement Plan Form.

**Formal Process**
- Faculty (Course/Clinical) will meet with student and discuss the incident.
- **Document:** Faculty will have 1 to 3 working days to notify and complete the Disciplinary Action Form and Student Performance Improvement Plan Form.
- If applicable, Student has 2 working days to initiate a request to meet with Program Chair.

Program Chair will meet with student and review all documentation from the faculty (course/clinical).
- **Document:** Program Chair will have 1 to 3 working days to notify and complete the Disciplinary Action Form and Student Performance Improvement Plan Form.

Only decisions to be dismissed from the program or a violation of a legal right can be submitted for NAH Division Level Review.
- Student has 2 working days to make an appointment to meet with the Dean.

NAH Division Level Review

- NAH Division Dean will meet with student and review all documentation from the faculty (course/clinical) & the Program Chair.
- **Document:** Dean will have 5 working days to render a decision and send Notification Letter OR convene the NAH Progressions Committee for review.
- If applicable, student has 2 working days to submit a request to the Dean for the NAH Progressions Committee review.

The NAH Progressions Committee will have 10 working days to meet with the student and review all documentation submitted by the NAH Division Dean.
- NAH Progressions Committee will render a decision and inform the NAH Division Dean.

The NAH Division Dean will have 1 to 3 working days to send a Notification Letter to the student of the NAH Progressions Committee Decision.

Only decisions to be dismissed from the Program or the Division can be submitted for Vice President level review.
- Student has 2 working days to submit a request for review to VPAA.

Vice President Level Review

- The Vice President for Academic Affairs review process may include:
  - Review of documentation submitted by the student
  - Meeting with student to hear concerns/issues
  - Meeting with all individuals related to the students concern/issues
  - If applicable, creation of a review committee to assist with the review process

At the end of the review process, Vice President will render a decision. Student will be notified of the final decision, within 30 working days.

Process Ends Here.
FORMS

- Receipt of Division/Program Standards Handbook Verification of Notification
- Honor Contract
- Student Contact Information
- Release of Personal Information
- Student Consent to be Videotaped or Photographed
- NAH Confidentiality Statement
- Student Performance Improvement Plan
- NAH Disciplinary Action Form
- NAH Division Student Incident Report
- Issuance of “I” Grade
I have been given a copy of the current Standards governing the Nursing & Allied Health Division and ______________________ Program at South Texas College. The standards have been discussed with me and I understand that my continuance in the Program is contingent upon my following the standards as outlined within the handbook. I agree to abide by the standards and fully understand the implications and consequences of failure on my part.

I understand that additions or modifications to the standards can be made during my program participation. When additions or modifications are made, I will be notified in writing of such changes before they go into effect.

________________________________________________________________________
Name of Student (PRINTED) 

Date 

________________________________________________________________________
Name of Student (SIGNATURE) 

________________________________________________________________________
Signature of Program Chair 

Date
HONOR CONTRACT

I understand that Nursing & Allied Health Program students are expected to maintain an environment of academic integrity. I further understand that actions involving scholastic dishonesty violate the professional code of ethics. I have been informed and understand that any student found guilty of scholastic dishonesty is subject to dismissal from the _________________________________ Program.

I have read the Scholastic Honesty Standard in the NAH Division Student Handbook. I understand the Scholastic Honest Standard and I agree to fully abide by this stated policy. ________(initials)

_________________________________________                      _____________
Name of Student (PRINTED)                      Date

_________________________________________
Name of Student (SIGNATURE)

_________________________________________                      _____________
Signature of Program Chair                      Date
All students must have a current email address. Please indicate which of the following you prefer as your main contact address: JagNet Email or Personal email.

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<thead>
<tr>
<th>Printed Student Name</th>
<th>Student ID#</th>
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<tr>
<th>JagNet Email</th>
<th>Personal Email</th>
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**Student Contact Information**

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<th>Address</th>
<th>Home Phone</th>
<th>Work Phone</th>
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<th>Cell Phone</th>
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**Emergency Contact Information**

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<tr>
<th>Address</th>
<th>Home Phone</th>
<th>Work Phone</th>
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<th>Cell Phone</th>
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</table>
RELEASE OF PERSONAL INFORMATION

As a student in the NAH Division/Program at South Texas College, I consent to the release of the following information for the purposes of receiving information, materials, and/or telephone calls from various recruiters and/or agencies that are interested in employing new Program graduates.

Additionally, I understand that I may remove my personal information from any published list by contacting the departmental secretary.

Printed Name:__________________________________________

Address: ______________________________________________

Phone Number: __________________________________________

Anticipated Graduation Date: ______________________________

______________________________________________________  Date

Name of Student (PRINTED)

______________________________________________________  Date

Name of Student (SIGNATURE)

______________________________________________________  Date

Signature of Program Chair
STUDENT CONSENT TO BE VIDEOTAPED OR PHOTOGRAPHED

Videotaping, audio-taping, photographs and other media may be used in this course to record faculty and/or student demonstrations of procedures and techniques, lab activities, and/or practical examinations. Faculty and/or Program students will use these for instructional purposes only. If the faculty or the college wishes to use these for any other purposes (e.g. program promotion, public relations, commercial sale), you will be asked to sign a separate release. Refusing to allow yourself to be videotaped, photographed, etc. may impact your grade in a course, or your progress in the Program.

I agree to participate in any videotaping, audio-taping, photographing or other media presentations to be used for instructional purposes only.

Name of Student (PRINTED) ____________________________ Date __________

Name of Student (SIGNATURE) ____________________________

Signature of Program Chair ____________________________ Date __________
NAH CONFIDENTIALITY STATEMENT

In accordance with regulations regarding confidentiality of information or knowledge concerning the client/patient, students in Nursing & Allied Health Programs shall adhere to the following policy:

1. All aspects of the patient/client’s medically related information and/or data shall not be discussed with any person or persons under any circumstances, except in a structured, teaching-learning situation.

2. Proper identification as stated in the clinical affiliation dress code is required before reading charts/records.

3. Under no circumstances is the student to photocopy and/or tape record any part of the client’s medical record/chart.

4. Failure to honor this basic ethical right of the patient/client may result in the immediate dismissal of the student from the program.

I understand that all information about the client/patient’s condition is confidential. I hereby acknowledge that I will not discuss such confidential information in ANY public area inside or outside of the educational arena.

__________________________________________  ______________________________________
Name of Student (PRINTED)  Date

__________________________________________
Name of Student (SIGNATURE)

__________________________________________  ______________________________________
Signature of Program Chair  Date
STUDENT PERFORMANCE IMPROVEMENT PLAN

Student Performance Improvement Plan (SPIP) is initiated when student violate STC Code of Conduct, Academic Integrity, NAH Professional Behaviors, and Safe Clinical Standards. This is activated to help student be successful in the Program and care safely for patients. The faculty who initiates the SPIP will be responsible to for reporting to the immediate supervisor, if applicable and will meet together with the student as soon as possible to formulate an appropriate plan of action for successful progression towards an improvement in behavior and/or clinical performance. The SPIP will be included in the student’s file for reference.

Student Information:

Student Name: ____________________________  ID#: A____________________________
Jagnet E-mail Account: _________________________@stu.southtexascolege.edu
Program: ______________________________  Date: ______________________________

<table>
<thead>
<tr>
<th>Area of Concern</th>
<th>Student Responsibilities</th>
<th>Faculty Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quote violated standards</td>
<td>List the recommended action communicated to the student</td>
<td>List remediation, trainings, to be provided; include deadline dates and follow up meetings for evaluation...etc</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Follow up conducted by: ____________________________  Date: ____________________________

Did the student meet the recommended performance improvement plan?

☐ Yes  ☐ No

Comments:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

I understand the information presented in the student performance improvement plan and have been provided a copy of this plan. I understand that if the areas needing for improvement are not met at specified deadline, I may receive a failing grade in the course and further disciplinary action will be indicated.

Student Printed Name: ____________________________  Date: ____________________________
Student Signature: ____________________________  Date: ____________________________
Faculty Name: ____________________________  Date: ____________________________
Program Chair: ____________________________  Date: ____________________________
NAH DISCIPLINARY ACTION FORM

Any violations of the South Texas College Student Code of Conduct, NAH Program Standards, and/or Safe Practice Standards will result in disciplinary action. The sanctions taken will be dependent on the nature and severity of the incident and potential or real threat to client safety and well-being or risk for the Program, College, and the clinical affiliate agency.

Student Information:
Student Name: ___________________________________________ ID#: ___________________________
Jagnet E-mail Account: ___________________________________________@stu.southtexascollege.edu
Program: ___________________________________________ Date: ___________________________

Area of Concern: [ ] STC Student Code of Conduct [ ] Academic Integrity
[ ] NAH Professional Behaviors [ ] Unsafe Practice [ ] Other

Quote Specific STC Code of Conduct/NAH/Program Standard/s that was/were violated:
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________

Violation Information:
Date of Incident: _______________ Time of Incident: _______________ Location of Incident: _______________

Any Witness/es & Contact #: ________________________________________________________________
________________________________________________________________________________________________________________________________________

Were there any witnesses to the incident: [ ] No [ ] Yes (If yes, please list names and contact #):
____________________________________________________________________________________
____________________________________________________________________________________

Any Witness Statements: [ ] Yes (please see attached page) [ ] No

Program Faculty Information:
Name: ___________________________________________ Title: ______________________ Office Tel #: _______________
[ ] See Student Performance Improvement Plan OR [ ] Recommended Action below:
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________

Faculty Signature: ___________________________________________ Date: _______________________

I, ___________________________________________ acknowledge the receipt of this disciplinary action form dated _____/_____/_______. My acknowledgement does not signify my agreement with its content. I understand that a copy of this form will be placed in my student file and that I have the right to initiate a written response within 2 working days from the date of this letter following the NAH Division chain of command. Failure to initiate a written response would mean my approval of the Student Performance Improvement Plan.

Student Signature: ___________________________________________ Date: _______________________

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**NAH STUDENT INCIDENT REPORT**

This form needs to be completed by student and STC faculty. Report should be submitted to the Dean within 48 hours of incident.

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Student ID #: A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>☐ Full-time ☐ Part-time</td>
</tr>
<tr>
<td>City, Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Date of Incident:</td>
<td>Time of Occurrence:</td>
</tr>
</tbody>
</table>

Was the faculty notified? ☐ Yes ☐ No
Was the facility administrator notified? ☐ Yes ☐ No

Describe the details of the incident (How/What/Where/Why) BE VERY SPECIFIC:

Nature, Extent, Degree and Body Locations (s) affected by incident:

Was protective equipment worn, provided or required? (Ex. goggles, gloves, facemask, etc.) (If yes, please describe):

Were there any witnesses to the incident?_____ Yes _____ No (If yes, please list names):

Recommended Action:

Preventative Measures taken:

Date:

Faculty Signature: Faculty Name (print):

Signature of Student: Student Name (print):

(Copy to Division, Clinical Affairs Specialist, Program and Student File) Revised 3/17/14, 2/22/10, 6/28/05, 7/30/15)
ISSUANCE OF A GRADE OF “I” (INCOMPLETE) FORM

The Issuance of a Grade of I (Incomplete) Form will be used when a faculty member is issuing a grade of I (Incomplete) to a student. Once the program chair signature is complete, please make a copy for the student and your program chair and retain the original form for your records.

Date: ____________________  Semester of when I is being issued: __________

Faculty Name: ____________________

Student Name: ____________________  Student ID: ______________

Student Phone #: ____________________  Student Email: ____________________

Course Name: ____________________  Course Section: ____________________

Is this I (Incomplete) being issued in order to accommodate a student impacted by pregnancy, parenting, or related conditions?  Yes ☐ No ☐

Reason for issuing a grade of I (Incomplete):
________________________________________________________________________
________________________________________________________________________

Current grade(s) in the course and coursework completed:
________________________________________________________________________
________________________________________________________________________

Work required to change the grade from I (Incomplete) to a letter grade (A, B, C, D, F):
________________________________________________________________________
________________________________________________________________________

Agreed date to complete all coursework: ____________________

Failure to complete all requirements by the end of the next long (Fall or Spring) semester will result in a final grade of “F” or “NP” for the course.

Student Signature: ____________________  Date: ____________________

Faculty Signature: ____________________  Date: ____________________

Program Chair Signature: ____________________  Date: ____________________
Equal Education and Equal Employment Opportunity (EEO)
South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

South Texas College Accreditation
South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate and Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Texas College.

Updated: August 23, 2016
OVPAA-AC